



GAITHERSBURG AQUATIC CENTER RENTAL REQUEST

Organization Name: _____ Group Name: _____

Applicant Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Numbers - Work: _____ Home: _____ Fax: _____

Cell: _____ E-Mail: _____

Dates Requesting:		Start Time:	End Time:	Total Hours:	Number of People, check one:			
Day:	Date(s):				1-40 \$65/hr	41-99 \$85/hr	100-140 \$105/hr	141-175 \$125/hr
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Total Days: _____ Total Hours: _____

Additional Information:

Age range of participants: _____ Swimming ability: _____

Any special equipment requested: _____

Poolside Group Coordinator: _____
Last Name, First Name
Age
Title / Qualifications

Please Note: This is not a rental contract. It is a request to rent the facility space from the City of Gaithersburg, Department of Parks, Recreation and Culture, Aquatics Division. Please fill out the form completely and submit it at least one (1) month prior to your first requested date. The fee will be based upon the information you provide on this form. If we can not accommodate your request, we will notify you immediately. Otherwise, a contract will be sent to you for your review and action.

For Recreation Staff Use Only:

Date Received: __/__/__ By: _____ Space available? ☐ Y ☐ N Staff available? ☐ Y ☐ N

Booked: __/__/__ By: _____ Contract Sent out on: __/__/__ By: _____

GAITHERSBURG AQUATIC CENTER

RENTAL REQUEST



Policies and Procedures

Please read these guidelines in their entirety for important information pertaining to rental use. Once you have read the following, please sign and date both sides of this form. Your request will not be processed without this signature.

Group Definition

The City of Gaithersburg Aquatics Department extends the opportunity to rent the Gaithersburg Aquatic Center during a limited number of un-programmed hours. Requests will be handled on a first come, first served basis, with some consideration given to returning groups with a good history of organization, supervision, and cooperation with this program.

Policies

1. Pool rental is not available for the following: rental for the purpose of revenue production or personal gain; rental for instructional purposes; rental involving the use of SCUBA equipment; rental involving programs which compete or conflict with City programs. NOTE: Proposed special events which are beyond the scope of our rental service must be evaluated on a case by case basis.
2. A rental is for pool space and time only. A rental does not guarantee exclusive use of the locker rooms or for the entire facility unless otherwise designated in the contract. We reserve the right to schedule other activities in any unreserved space.
3. The **supervisor-to-child ratio** is expected to be a minimum of 1:5 for children under five and 1:15 for all other ages. Children must be supervised throughout the complex including locker rooms, patio and grass area, parking lot area, as well as pool and deck areas. Note: If pool management determines that the adult supervisors are not interacting with and/or supervising their group on a continuous basis, the rental opportunity may be terminated.
4. All groups will be called to clear the pool at the end of their swim time and will be expected to be leaving the facility within 10 minutes. Those that need extra time for showering, etc. should exit the pool in enough time to allow for that.
5. Lockers (you provide the lock) and locker rooms are provided. All valuables must be left at home.
6. Each individual group will be financially responsible for any damage done to the Aquatic Center or surrounding facilities because of the groups use or misuse of the property.
7. It is the responsibility of each individual group to provide adequate additional supervision for children with disabilities or special needs. Groups that have children with disabilities or special needs must notify the Aquatic Center staff at the time of their reservation request.
8. Each group is responsible for following all rules and regulations, posted or not posted. (See attached for a copy of the rules and regulations.)
9. The City shall provide all necessary staff to assist the Organization, including a manager and certified lifeguards.

The staff compliment is determined by the number and ability of the participants and type of the activity of the renting group, as indicated on the front of this form. The cost for the lifeguards is included in the hourly fee charged for the rental.

Group Fees

The hourly rental fee will be as follows:

1-40 participants	\$65
41-99 participants	\$85
100-140 participants	\$105
141-175 participants	\$125

All fees must be paid in advance of the actual rental date.

Procedures

1. To request your rental, send this form to (you must sign and date both sides):

Gaithersburg Aquatics
ATTN: GAC Rentals
510 S. Frederick Ave.
Gaithersburg, MD 20877
2. On this rental request form, list the maximum (not to exceed) number you wish to bring as well as the dates and times desired. You will be notified promptly if your request cannot be met. You will be sent a contract acknowledging your request and containing the rental fees, method of payment, and pertinent pool policies. **Your rental is not confirmed or booked until we receive the signed contract with payment.** Once the contract is signed and approved, you will receive a copy for your files.
3. **Any changes in the rental must be made at least 24 hours prior to the rental. Failure to cancel the rental within this time frame will result in forfeiture of the rental fee. Unless cancelled in advance, you are responsible for the entire fee regardless of the level of participation, weather, or changes to your registration or your activities. No refunds.**
4. Payment may be made by Master Card, Visa, cash or check. Any payment made by check must be for the exact amount due. A \$35 collection fee will be charged for any check returned by the bank.
5. Your group is restricted to the number of children you have reserved with us. If, on occasion, you bring a couple of additional children, those children will be charged the full daily admission fees at time of entry.

Applicant/organization accepts responsibility to abide by all procedures outlined above in addition to all rules and regulations and understands penalties associated with non-compliance. The applicant furthermore agrees to indemnify and hold harmless the City and its agents against any and all losses, injuries or damages to any person or thing that shall arise from the applicant's use of the Gaithersburg Aquatic Center.

Date: ____/____/____ Signature of Applicant: _____